

# MANIPUR



# GAZETTE

## EXTRAORDINARY PUBLISHED BY AUTHORITY

No. 148

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(Bhadra 11, 1946)

### GOVERNMENT OF MANIPUR DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (PERSONNEL DIVISION)

#### NOTIFICATION

Imphal, the 28<sup>th</sup> August, 2024

No.21/25/79-DP(Pt.III): In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India, the Governor of Manipur is pleased to make the following rules further to amend the Manipur Secretariat Subordinate Service Rules, 1982, namely: -

**1. Short Title and Commencement:**

- (a) These Rules may be called the Manipur Secretariat Subordinate Services (1<sup>st</sup> Amendment) Rules, 2024.
- (b) These Rules shall come into force with effect from the date of publication in the official Gazette of Manipur.

2. The existing SCHEDULE-II(B) of the Manipur Secretariat Subordinate Services Rules, 1982 shall be substituted by the followings, namely:

**SCHEDULE-II(B)**  
**[See Rule 7(6)(a)]**

Syllabus for competitive examination for Secretariat Assistant

Sl. No.	Sections	No. of Questions	Total Marks	Pass mark	Remarks
1.	General Intelligence, and Reasoning	15	15	33%	Duration of the Test will be of 3 hours
2.	General Knowledge	15	15	33%	
3.	Quantitative Aptitude	20	20	33%	
4.	General English, Precise Writing, Drafting and Essay		50	33%	
5.	Computer (Practical)		50	45%	(i) Qualifying in nature (ii) Duration of the Test will be of 1 ½ hours
	Total		100		

# Questions to be of Graduate Level

## No negative marks for incorrect answers or questions not attempted

3. Sl. No.3 of the existing Schedule -II (C) of the Manipur Secretariat Subordinate Services Rules, 1982 shall be substituted by the followings, namely:

- i) Class X pass/Matriculate/HSLC/Equivalent from a recognized Board/Institution.
- ii) Driving experience for 3 years possessing requisite driving license.
- iii) Driving test to be conducted by Competent Authority.
- iv) Select list shall be prepared on the basis of the mark score in the Driving/Trade Test and mark obtained in Class X Board examination.
- v) Scheme of the written examination will be as follows:

Sl. No.	Sections	Total Marks	Pass mark
1.	Driving Test	35	33%
2.	Mark obtained in Class X Board Examination	15	
	Total	50	

4. The existing Rule 7(8) Driver of the Manipur Secretariat Subordinate Services Rules, 1982 shall be substituted by the followings, namely:

**Rule 7(8) Driver:**

Appointment to the post of Driver shall be made by "Promotion" failing which by "Direct Recruitment"

Recruitment shall be from the employees/candidates having passed HSLC Examination with valid license of driving of Light or Heavy Vehicles and at least 5 (five) years regular service in the grade (in case of promotion) or having 3 years driving experiences (in case of direct recruitment).

By orders & in the name of the Governor,

KONSAM NALINI DEVI,  
Deputy Secretary (DP),  
Government of Manipur.